TITLE OF GROUP OF CLASS   PROGRAMMER / ANALYST III
TITLE OF CLASSES IN GROUP

	Class Code	EO
(ADABAS NATURAL)	02798900	C
(COBOL)	02787700	C
(COBOL / CICS)	02779800	C
(ORACLE)	02792003	B
(UNIX SQL)	02791700	B

Pay Grade: 35A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within an assigned specialty, to plan, supervise and review the activities of an applications team engaged in the development and maintenance of automated systems including relational databases; to act in an advisory capacity with user agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of independent judgment in the application of system development techniques; work is subject to review upon completion for results obtained and conformance to agency policies and objectives.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of an applications staff assigned to assist in systems development activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within an assigned specialty, to plan, supervise and review the activities of an applications team engaged in the development and maintenance of automated systems including relational databases.

To act in an advisory capacity with user agencies.

In an assigned specialty, to direct system development and modification activities including system analysis, system design, and programming.

To effectively utilize system development resources in meeting the information systems goals and plans.

To coordinate the planning, testing and operation phases of automated systems; to oversee the operations of entrusted automated systems, assuring timeliness and accuracy of products.

To recommend and implement modifications of systems through revisions to methods of operations with equipment, computer programs and personnel to meet economy of systems objectives.

To promote the use of computers and networks by identifying new potential users and application areas; to determine the scope of new applications; to establish schedules and priorities for systems development projects and support services; to assist in coordinating production schedules.

To evaluate applications software.

To develop, disseminate and ensure adherence to systems design and programming standards; to advise and make recommendations to superiors on matters relating to systems development.

To coordinate the development of documentation according to established standards.

To schedule and delegate work to a subordinate staff assigned to assist in various systems development activities.

To establish and maintain formal and informal training programs for staff development.

To oversee the provision of user support by subordinate staff members.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in assessing the feasibility, applicability, necessity, goals and cost of data processing systems; a thorough knowledge of the capabilities, programming techniques and intricacies of automated systems and peripheral equipment directly relating to programming specialty; the ability to apply such knowledge, principles, practices and methods; a thorough knowledge of relational database principles, practices, and techniques; a working knowledge of the personal computer and the ability to utilize it effectively in the designated environment; the ability to plan, supervise and review the work of an applications staff engaged in the conversion of departmental procedures, problems and data to automatic data processing; the ability to communicate effectively with subordinates, superiors and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Computer Science including or supplemented by successful completion of courses in the area of specialization; and
Experience: Such as may have been gained through: employment in a responsible position planning, supervising and reviewing the work of applications personnel engaged in systems development functions in the area of specialization.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998
Editorial Review: 3/15/03